

21stCCLC Project Director Job Description

Education and Qualifications:

MA or BA in a "child related field", i.e.: Early Childhood, Elementary or Secondary Education, Physical Education and Recreation, Child/Youth Development, Child Guidance/Counseling, Child Psychology, Family Studies, Social Work, or Human Services.

Administrative experience, preferred.

Experience with budgeting, supervision, and curriculum development.

Responsibilities (*include but are not limited to*):

- Be thoroughly familiar with the approved grant contract with MDE.
- Assure adherence to the grant contract.
- Hiring, scheduling, and supervising staff.
- Approve expenditures in accordance with approved budget.
- Meet regularly with site coordinators to ensure smooth day to day operation of the program.
- Evaluate program and program staff using YPQA and MSU evaluation materials.
- Determine staff development needs in cooperation with all staff in accordance with evaluation results.
- Arrange appropriate staff development.
- Develop positive school-day to after-school relationships.
- Develop community connections.
- Develop a sustainability plan and work toward program sustainability over grant period.
- Develop operational policies and practices for the after-school program in cooperation with staff, youth and parents.

Schedule:

This position should be full time, 30-40 hours per week, year round. The Project Director should visit each site while students are in attendance, at least weekly. The Project Director should be available to Site Coordinators for consultation and guidance daily. Formal meetings with Site Coordinators and other staff should be planned on a regular basis.

21stCCLC Site Coordinator Job Description

Education and Qualifications:

Must meet minimum requirements for licensing "program director" as defined in *Licensing Rules for Child Care Centers*, December 2006.

Responsibilities (include but are not limited to):

- Be thoroughly familiar with the approved grant contract with MDE.
- Provide administration and direction to manage the after-school program.
- Contract for and monitor service delivery of vendors.
- Supervise and monitor staff.
- Work in partnership with school-day and partner agencies.
- Manage the recruitment and retention of students.
- Plan and conduct parent and family service events.
- Facilitate communication to all staff with teachers, principals, parents, community partners, and Project Director.
- Ensure that the program has a posted schedule and daily written lesson plans with staff assigned to specific duties.
- Maintain all staff and student attendance and enrollment records and insure that all records are up to date in the statewide evaluation system (EZReports and YPQA).
- Attend all mandatory meetings, conferences and trainings.

Schedule:

This position should be full time at least 30 hours per week and be in attendance, supervising staff and students during all program hours. Non-program hours should be spent facilitating program administration and school-day connections.